3

Using the Database

Once you have conducted your technology item inventory, you're ready to enter the information into the BY2000 Risk Rating Model. Save the worksheets in the section of this binder reserved for *Inventory Worksheets.*

The BY2000 Risk Rating Model is the software application you will use to store and track the technology item inventory. The BY2000 Risk Rating Model tracks and evaluates each technology item's risk and calculates your organization's overall Risk Rating.

In order for the Risk Rating to be accurate, it is very important to conduct your inventory properly and keep the technology item inventory up to date. When you receive a response from a vendor regarding the certification of a technology item, enter the information into the database immediately.

Note: Install the BY2000 Risk Rating Model on a single computer. Do not use the program on a network server.

Minimum Requirements
BY2000 requires an IBM-compatible computer running Windows 3.0 or higher. Windows 95 or Windows NT is recommended.
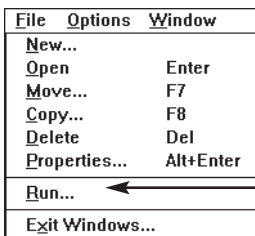
You also need:

- at least 4MB RAM
- at least 20MB free disk space
- 386-25 Processor (or faster)
- VGA Color Monitor

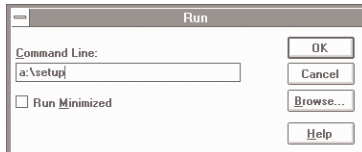# Chapter Three

Installation

Windows 3.x	**Windows 95 and Windows NT**

Windows 3.x

1. Insert Disk 1.

2. From the Program Manager, choose File→Run.

   ```
   File   Options   Window
   New...
   Open          Enter
   Move...        F7
   Copy...        F8
   Delete         Del
   Properties...  Alt+Enter
   Run...         ◄────────  Choose File→Run.
   Exit Windows...
   ```

3. A dialog box opens. In the Command Line box, type *a:\setup* and click OK.

   ```
   ▬                Run
   Command Line:                    OK
   a:\setup                         Cancel
   ☐ Run Minimized                  Browse...
                                    Help
   ```
   Type *a:\setup* and click OK.

Windows 95 and Windows NT

1. Insert Disk 1.

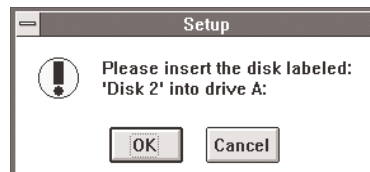   In the Control Panel, double-click the Add/Remove Programs icon.

   A dialog box opens. Click Install.

2. In the Install Program dialog box, click Next.

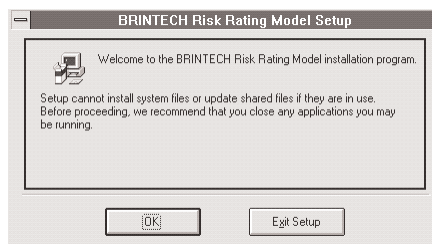3. The Run Installation Program dialog box opens.

   The words *a:\setup.exe* appear in the Command Line box. Click Finish.

4. When you are prompted to insert a disk, eject the current disk, insert the requested disk, and click OK.

   ```
   ▬                Setup
   (!)   Please insert the disk labeled:
         'Disk 2' into drive A:

            OK        Cancel
   ```

5. A dialog box welcomes you to the installation.

   Click OK.

   ```
   ▬         BRINTECH Risk Rating Model Setup
            Welcome to the BRINTECH Risk Rating Model installation program.

   Setup cannot install system files or update shared files if they are in use.
   Before proceeding, we recommend that you close any applications you may
   be running.

                OK              Exit Setup
   ```

Using the Database

6. Click the Computer icon to begin the installation, or click Exit Setup to cancel the installation. ⟶

7. When you are prompted to insert another disk, eject the current disk, insert the requested disk, and click OK.

8. When the installation is complete, a dialog box states *The Brintech Risk Rating Model Setup was completed successfully.* Click OK.

Double-click the BY2000 icon to start the application.

Tutorial and Help

The BY2000 Risk Rating Model comes with an online tutorial and help system to assist you. If you want to use the tutorial, choose Help→Tutorial. To use the online help system, click a Help button. You can also gain access to the online help system by choosing Help→Contents (to display the entire contents of the help system) or Help→Search (to search for a specific topic).

Use the Help menu to gain access to the Help system, or click a Help button. ⟶
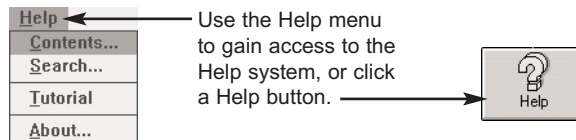
Setting Up Preferences

Choose File→Preferences to specify your preferences. The Preferences dialog box opens.

In the General tab, type your company name and address. When you use the BY2000 Risk Rating Model to correspond with vendors, the name and address you enter here will be included on the documents you print. For more information on using BY2000 to correspond with vendors, refer to Chapter Five, "Pursuing Certification."
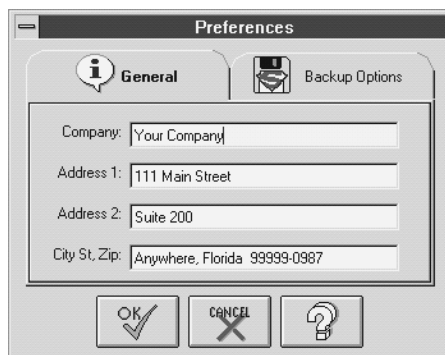
Choose File→Preferences to specify your Preferences.

Chapter Three _____
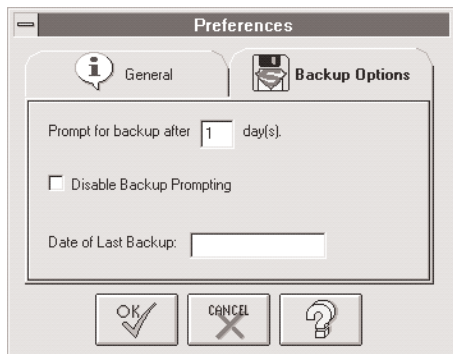
In the Backup Options tab, specify the frequency in days you want to be reminded to back up your data.

If you do not want to be reminded to back up your data, select the check box labeled "Disable Backup Prompting."

For more information on the backup function, refer to the section "Backing Up and Restoring Data."

Adding Records

To add a record to the database, choose Modules→Inventory→System Information. The Systems Information screen appears.

On the right side of the screen is a set of buttons that perform a variety of functions. These functions can also be executed from the Data menu.

Click the Add button to create a new record in the database. Create a new record for each technology item in the inventory. A certification number is automatically assigned to each new record you create.

Enter information from the worksheets for each technology item. You can move through the boxes using your keyboard's tab key.

In the System Significance box, select the significance you have assigned the technology item. You must specify the system significance in order to save the record to the database.

Saving Records

When you have entered all the information for the new record, click Update. The record is saved to the database.
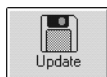
Click Update to save a record.

Each time you make changes to a record in the database, you must click Update to save the changes.

Click Cancel at any time to cancel the changes you have made to the record. If you have not yet saved the record, the information you've entered is cleared and no new record is created. If you have already saved the record, any changes you have made are canceled and the record reverts to the state in which it was last saved.

Deleting Records

To delete a record, click Delete. A dialog box asks if you are sure you want to delete the record. If you are sure, click OK.

When you delete a record, it is permanently removed from the system and the information can not be retrieved. Therefore, we urge you to use this feature sparingly.

Searching and Browsing

BY2000 stores your data in alphabetical order by product name. The records are sorted in alphabetical order each time you start the application. To alphabetize the entries without restarting the application, simply choose Data→Refresh.
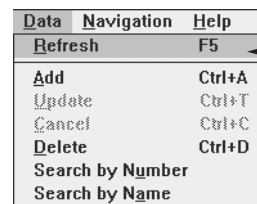
Choose Data→Refresh to alphabetize the entries in your database.

You can search for any record in the database by Certification Number or Product Name.

Click the button labeled "No." to search for a record by its Certification Number. In the dialog box that appears, type the Certification Number of the record you want to find and click OK. The record matching the Certification Number you entered is opened.
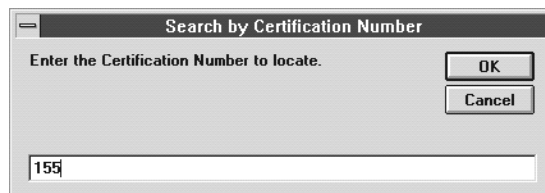
Click the Name button to search for a record based on the Product Name. Type the name of the product for the record you want to find and click OK. The record matching that product name is opened. If more than one record exists with the product name you entered, the first instance is displayed.

You can browse through the records by using the buttons at the bottom of the screen. Click the First button to go to the first record in the database and the Last button to go to the last record in the database. Use the Previous and Next buttons to move through the records one at a time. You can also browse through the records with the Navigate menu items.
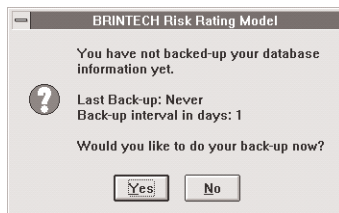
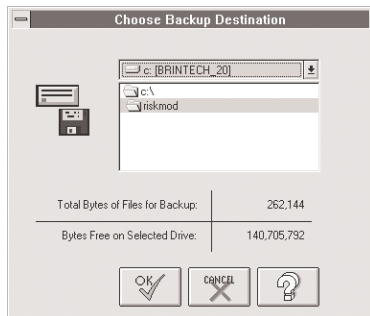Use the Browse buttons to browse through the records in your database.

Chapter Three

## Backing Up and Restoring Data

It's very important to back up your technology inventory database regularly. Depending upon the options you've specified in Preferences, BY2000 may remind you to do this when you quit the program. You can choose to perform the backup at this time.

You can also back up your data on demand. If the System Information or Reports screen is visible, click the Exit button. Then choose File→Backup.

A dialog box opens. Choose a destination for the backup file. Click OK to begin the backup, or Cancel if you've changed your mind.

When the backup is complete, a dialog box states that the files were backed up successfully. Click OK.
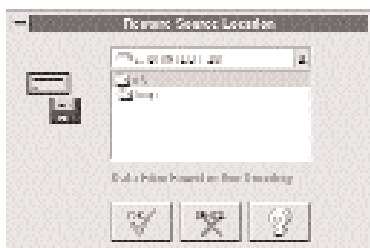
To restore data from a backup file, choose File→Restore. A dialog box opens. Choose the drive that contains the file you want to restore and click OK.

When the restoration is complete, a dialog box states that the files were restored successfully. Click OK.

Using the Database

Where You're At and Where You're Going

After you've entered your technology item inventory into the database, BY2000 can determine your organization's initial Risk Rating.

BY2000 considers five factors for each technology item when calculating your organization's Risk Rating:

- System Significance
- Whether the item has been certified by the vendor
- The Testing Level completed by the vendor
- Integrated testing (whether the vendor tested the item with the same hardware, firmware, and operating system that you are using)
- Time remaining until the year 2000

As you communicate with vendors and record the status of each technology item in your database, your risk rating will change. Since time is a factor in the calculation of your organization's Risk Rating, your Risk Rating increases as the millennium approaches. However, your Risk Rating will decrease as you receive responses from vendors indicating that technology items have been tested and are certified.

You can obtain your initial Risk Rating by using the Quick Status and Risk Matrix reports. For detailed descriptions of these reports, read the chapter of this manual titled "Reports."

Your initial Risk Rating may be very high. But keep in mind, you have not yet taken any measures to lower your risk.

This is a turning point. Everything you have done up to this point has been in an effort to determine where you're at. Now that you can determine where you're at, you can begin your journey toward where you want to be. Remember, your goal is to lower your risk and thus be as prepared as possible for the year 2000.